

Purchasing Update

**Division of Purchasing
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**Boise, Idaho
February 22, 2007**

Training Highlights ...

The next NIGP Workshop, Contract Administration (CEU Units 2.25) has been re-scheduled. 3 days, February 26, 27 & 28, 2007. If you missed out on the first go around there is still time to sign up. Please register by 4:00 pm today, February 22, 2007. Visit our website at www.adm.idaho.gov/purchasing and click on the link to State Buyer Training to register or send an e mail to pearl.smith@adm.idaho.gov for additional information.

“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”
Maya Angelou

Division of Purchasing Continues Its Commitment to ePurchasing

Effective January 2007, the Division of Purchasing awarded a new contract to SicommNet for the State’s use of SicommNet’s eProcurement system. The State of Idaho has been using SicommNet’s eProcurement system since 2001, and has received national recognition from NASPO (National Association of State Procurement Officials) for its forward-looking purchasing practices.

What does this mean for Suppliers?

In the previous contract, there had been concerns suppliers were being charged for using SicommNet when submitting bids and proposals. With the new contract there is no fee. eProcurement levels the playing field for businesses of all sizes by allowing businesses to receive, download, and respond to bid opportunities via the internet. Supplier businesses define the products or services they provide in the online profile they create when they register or profile their companies with SicommNet. The electronic system then matches bid opportunities to suppliers based on the products or services in their profile -- and suppliers automatically receive email notifications of these opportunities.

What does this mean for Agencies?

Agencies can continue to use Sicomm to requisition goods and services directly to the Division of Purchasing; eliminating the need for a paper DA-1. Additionally, agencies can continue to issue their own informal “RFQ’s” (requests for quotes) within their delegated authority to Sicomm’s bid board to procure goods and services. For those agencies that have not utilized Sicomm in the past, the Division

of Purchasing will offer training sessions and will work with agencies as groups to assist with retraining on this system.

March 6th 8:00 AM – 4:30 PM

Sicomm Basic Requisitioning and Buying Review

Location: Dehryl A. Dennis Technical Center
8201 Victory Rd
Boise ID 83709

To register for this class or for more information on additional classes contact:

Bonnie Sletten C.P. M.

Purchasing Officer

Sicomm Administrator

208-332-1606

208-327-7320

Bonnie.Sletten@adm.idaho.gov

INFORMAL/FORMAL BIDDING SPECIFICATIONS

For those agencies that are unable to use SICOMM at this time. Here are a few suggestions that will help you to submit your acquisitions.

When filling out the DA-1 form for an acquisition for purchases and you have a list of recommended vendors, please include their phone number, fax number and the company sales representative name if possible. Also make a note of the old Contract number if there is one. This is very helpful to us.

Please give us a complete description of the item you wish to purchase and an approximate cost. Do not type the specifications on the DA-1. Type the specifications on a separate document and attach to the DA-1. Also save the file in word so that you can forward the document to the Purchasing Officer once the acquisition has been assigned.

Complete the form with your agency information, billing information, a reference number, requested delivery date and include the name/number of agency contact person for questions.

Fill in the encumbrance summary and obtain the appropriate authority signature. This will help expedite the bidding process.

The DA-1 form can be downloaded from our website;

www.adm.idaho.gov/purchasing

Click on publications/forms and scroll down to forms.

If you have any questions regarding the bid process, or completing this form, please call the Division of Purchasing at 208-327-7465.

Good Luck Norma!



And thank you, for your loyal and dedicated service. You will be truly missed by your friends and co-workers. As you move on to other challenges, please accept our thanks and best wishes for the future.

Norma Stewart, Purchasing Agent with the Department of Fish and Game has worked there since May 15, 1972. She became a Buyer May 17, 1987 and a Purchasing Agent December 10, 2000. Norma will be officially retiring Friday, February 23, 2007.

MARCH 11, 2007 – REMEMBER, DAYLIGHT SAVINGS TIME!

Daylight Savings Time (spring forward one hour) / On August 8, 2005, President George W. Bush signed the [Energy Policy Act of 2005](#). This Act adjusted the time change dates for Daylight Saving Time. Beginning in 2007, DST will begin on the second Sunday in March and end the first Sunday in November. The Secretary of Energy will report the impact of this change to Congress. Congress retains the right to resume the 2005 Daylight Saving Time schedule once the Department of Energy study is complete.

If you have a need or would like to see a commodity provided as a Statewide Contract, we would like to hear from you.

Purchasing Update is a newsletter for the **Department of Administration, Division of Purchasing** designed to provide purchasing information to state and public agency purchasing personnel. Anyone wishing to contribute information and ideas for future articles; has questions regarding state purchasing issues; the **Division of Purchasing** mission or activities, please contact Pearl Smith at (208)-332-1612 or pearl.smith@adm.idaho.gov